







Employee Service Analysis

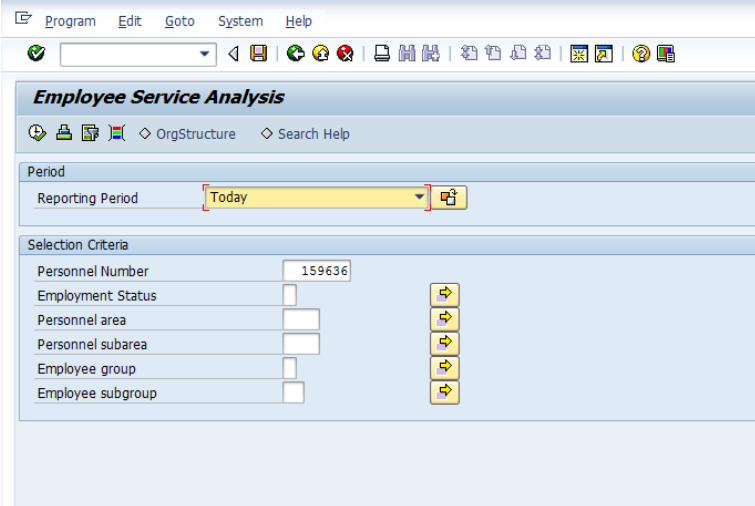
This report is a part of three reports.

ZPAR025 – Employee Service Analysis

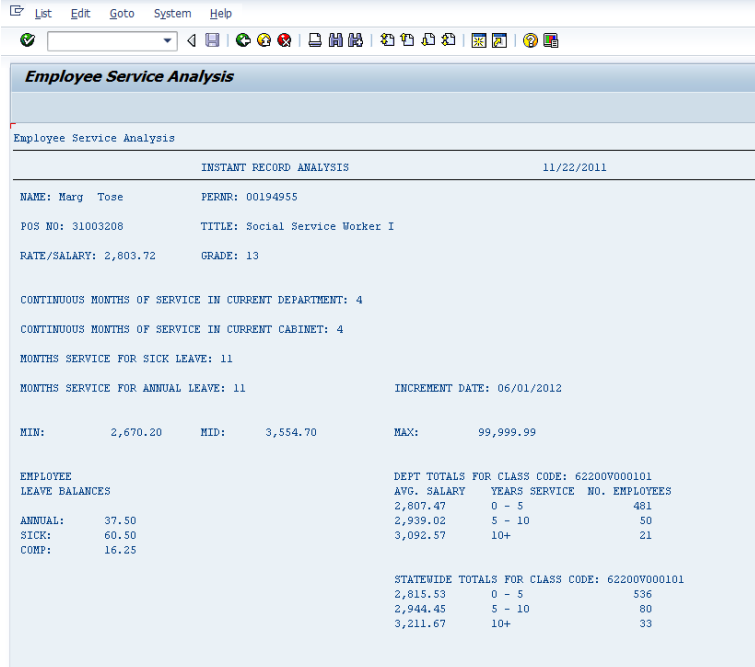
ZPAR033 – Salary Analysis

ZPAR034 – Employee Actions List

1. From the main screen, type transaction code: **ZPAR025**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Reporting Period* – Choose a period from the list.
4. *Personnel Number* – Type the **PerNr**.
5. Click the **Execute** button  or press **F8** to execute.
6. Click the **Print** button  or press **Ctrl+P** to print.
7. Click the **Back** button  or press **F3** to return to the previous screen.



The screenshot shows the 'Employee Service Analysis' screen. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has a title bar 'Employee Service Analysis' and a subtitle 'OrgStructure Search Help'. There is a 'Period' section with a 'Reporting Period' dropdown set to 'Today'. Below that is a 'Selection Criteria' section with fields for 'Personnel Number' (159636), 'Employment Status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'. Each field has a corresponding 'Enter' button.



The screenshot shows the 'Employee Service Analysis' screen with data for employee Marg Tose. The title bar is 'Employee Service Analysis' and the subtitle is 'Employee Service Analysis'. The main area displays the following information:

INSTANT RECORD ANALYSIS		11/22/2011
NAME: Marg Tose	PERNR: 00194955	
POS NO: 31003208	TITLE: Social Service Worker I	
RATE/SALARY: 2,803.72	GRADE: 13	
CONTINUOUS MONTHS OF SERVICE IN CURRENT DEPARTMENT: 4		
CONTINUOUS MONTHS OF SERVICE IN CURRENT CABINET: 4		
MONTHS SERVICE FOR SICK LEAVE: 11		
MONTHS SERVICE FOR ANNUAL LEAVE: 11		
INCREMENT DATE: 06/01/2012		
MIN: 2,670.20	MID: 3,554.70	MAX: 99,999.99
EMPLOYEE LEAVE BALANCES		
DEPT TOTALS FOR CLASS CODE: 62200V000101		
ANNUAL: 37.50	AVG. SALARY	YEARS SERVICE NO. EMPLOYEES
SICK: 60.50	2,807.47	0 - 5 481
COMP: 16.25	2,939.02	5 - 10 50
	3,092.57	10+ 21
STATEWIDE TOTALS FOR CLASS CODE: 62200V000101		
	2,815.53	0 - 5 536
	2,944.45	5 - 10 80
	3,211.67	10+ 33